

If passwords are district-managed, then contact the administrator in charge of passwords and have the password redistributed to the student.

If passwords are not district-managed, then you can do either of the following:

- Edit passwords (one at a time) on the **Edit User** page. (Details provided below.)
- Reset the passwords of one or more students in a class to temporary passwords and then allow the students to create their own passwords. (See the [Allow Students to Create Passwords](#) for details.)

The screenshot shows the 'Manage User Accounts' interface. At the top is a navigation bar with tabs: Resources, Planner, Classes, Assignments, Reports, and My Account. The 'Planner' tab is active, showing a sidebar with 'Find and Manage' (containing 'Students', 'Groups', and 'Classes') and 'Add' (containing 'Student', 'Group', and 'Class'). The 'Students' link is highlighted. The main content area is titled 'Manage User Accounts' and contains two sections: 'Find user accounts' and 'Available user accounts'.

In the 'Find user accounts' section, there are filters for 'User Type' (set to 'Student') and 'School' (set to 'Harcourt A'). There are three search criteria: 'First Name' (selected with a radio button), 'Last Name' (with the value 'carder'), and 'Username'. A checkbox for 'Show inactive accounts' is present. 'Find' and 'Clear' buttons are at the bottom right of this section.

The 'Available user accounts' section shows a table with 2 records. The table has columns: Last Name, First Name, Username, and Status. The first record is 'Carder, Claire' with username 'clairecarder' and status 'Active'. The second record is 'Carder, Jordan' with username 'jordancarder' and status 'Active'. The username 'clairecarder' is highlighted with a callout 5. Below the table are 'Add...' and 'Import users...' buttons.

Find Student Account

- 1 Click the **Classes** tab, move to the **Find and Manage** area, and then click **Students**.
- 2 Select to filter using **First Name** and **Last Name** or **Username**, and then type all or part of the selected name in the box(es) provided.
- 3 To include inactive accounts in the search, select the **Show inactive** accounts check box.
- 4 Click **Find**. The accounts that meet your criteria are listed in the **Available user accounts** area.
- 5 Click the **Username** of the student account that requires a new password. The **Edit User** page appears.

Edit User

User Details

Carder, Claire

Role

User Type: Student

School: Harcourt A

Grade:

P-K

K

1

2

3

4

5

6

7

8

9

10

11

12

Classes:

Class Information

Personal Details

First Name: Claire

Middle Initial:

Last Name: Carder

ThinkCentral Credentials

Student ID:

Username: clairecarder

1

Password:

Retype Password:

Account status:

Active

Inactive

NCLB Data

Gender: Unknown

English Language Proficiency: Unknown

Ethnicity: Unknown

Special Conditions:

None
Autism
Visual Impairment
Deaf - Blindness
Developmental Delay

Special Services:

None
IEP
504
Gifted/Talented
Minorant Education

Economic Status: Unknown

Save

Cancel

Password rules:

- Minimum characters: 5
- Valid values: A–Z, a–z, 0–9, and the following supported symbols acceptable:
!#\$%&'()*+,-./:;<=>?@[_`{|}~\|;ϕ£¤¥¦§¨©ª«¬®¯°±²³´µ¶·¸¹º»¼½¾¿ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖ×ØÙÚÛÜÝÞàáâãäåæçèéêëìíîïðñóôõö÷øùúûüýþ
- Case sensitive
- Must not contain spaces
- Examples: paswd, P@55word5

Edit Student Password

1 Type a new password following the password rules, and then re-type the password.

2 Click **Save**.

3 Click **Save** to confirm the password change.

Save Changes?

!


Do you want to save your changes made to this account?

Save

Cancel

4 Record the new password to share with the student.

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 Houghton Mifflin Harcourt